

UBC Master of Public Policy and Global Affairs Students' Association Constitution

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UBC Master of Public Policy and Global Affairs Students' Association Constitution

The UBC Master of Public Policy and Global Affairs Students' Association will strive to be:

- An open forum for student engagement and the honest exchange of ideas
- Democratic in our decision-making processes
- Transparent and accountable in fulfilling the mission stipulated in this constitution
- Equitable and inclusive in the decisions and policies that are made to accommodate the varying needs of the student body

UBC's Point Grey Campus is located on the traditional, ancestral, unceded territory of the Musqueam people. In committing ourselves to these principles, the MPPGA Students' Association will strive to represent the diverse ambitions and goals of the student body as a whole and not act in any manner adversely affecting the student body. In conjunction with the UBC GSS Bylaws and Constitution the UBC MPPGA Student Association Constitution acts a guideline in regards to the structure of the association and the procedure for decision making.

1. DEFINITIONS

"Association" shall refer to the Master of Public Policy and Global Affairs Student Association

"Administration" refers to those directors, support staff, and relevant faculty members who participate in the administration of the MPPGA program

"Member" shall refer to the Members (Students of MPPGA) of the Association

"Executive" shall refer to the Members of the Association as outlined in Section 4.

"School" shall refer to the Master of Public Policy and Global Affairs, UBC, its staff and faculty.

"University" means The University of British Columbia Vancouver (UBC)

"GSS" means the Graduate Student Society of The University of British Columbia Vancouver

"AMS" means the Alma Mater Society of The University of British Columbia Vancouver;

"IAR" Institute of Asian Research at the University of British Columbia, Vancouver

"Liu" Liu Institute refers to the Liu Institute of Global Issues at the University of British Columbia, Vancouver

"Graduate student" refers to a student currently registered in a post-baccalaureate Masters or Doctoral program at the University of British Columbia, Vancouver

"MAAPPS" Master of Arts Asia Pacific Policy Studies(Previous Master program)

"MPPGA" Master of Public Policy and Global Affairs

"IAR Representative" attend all IAR Council meetings and act as representative for students of MPPGA

"GSS Representative" attend UBC GSS meetings and distribute any information or announcements from the GSS and act as representative for students of MPPGA

The "Term 1" begins on the first day of classes in September and lasts until the last day of classes in December

The "Term 2" begins on the first day of classes in January and lasts until the last day of classes in May

"MPPGA" or "Program" shall refer to the Master of Public Policy and Global Affairs program

"Y1" shall refer to all Members who are in the first year of the MPPGA program.

"Y2" shall refer to all Members who are in the second year of the MPPGA program.

"Student initiatives" refer to any events or opportunities organized by one or more Members that do not fit the mandates of the Association and are upon the initiative of MPPGA Students; therefore do not require any funding or support from the Association

"Committee" shall refer to a group of students who are lead by a minimum of one MPPGA Executive to complete a mandate, event/program, or goal on behalf of the association.

"Special Resolution" means a resolution based upon a two-thirds majority of votes cast, excluding blanks and abstentions

"Ordinary Resolution" means a resolution based upon a majority of votes cast, excluding blanks and abstentions

2. MISSION

The Association is committed to building community at UBC as students of the Master Public Policy and Global Affairs program. Our aim is to create an inclusive and diverse association promoting student cohesion and dialogue through social and co-curricular programming. The Executive within the Association is responsible for providing program support, representing the voice of students of MPPGA and undertaking actions of common interest to the members of the association.

3. MEMBERSHIP

All graduate students registered in the MPPGA program shall automatically be Members of the Association. There is no membership fee or required participation.

4. THE EXECUTIVE

All Executives must be Members of the Association themselves and elected by the Membership. Elections will be held between the last week of September - first week of October annually. The Executive will consist of both Y1 and Y2 students (some positions have restrictions); positions are open to all MPPGA current students.

The Executive will be comprised of the following positions:

- President
- Vice President (VP)
- Director of Finance and Operations
- Director of Student Development
- Director of Communication
- Director of Events

The Executive is responsible for student engagement, fostering a relationship between the Association and the Membership as well as pursuing the mission of the Association. Executive members are responsible for duties outlined below in Section 4 and to work closely with the members of UBC MPPGA Student Association and admin to carry out the mandate and principles.

4.1 PRESIDENT

The President shall be a student from Y2; the President does not need to have served a term as an Executive in Y1. The role of the President shall include, but is not limited to, the following responsibilities:

- Liaising and fostering a productive relationship between the Association and the School
- Chairing Executive meetings and administrative duties for the organization of the Association
- Upholding the constitution and maintaining cohesion between Executives
- Working with the Executive to develop a strategic direction for the Association
- Act as an academic representative for Y2 and coordinate with admin to create a cohesive program
- Organizing Orientation programming for incoming students
- Attend MPPGA grad committee meetings
- Supervise the affairs and activities of the Association.
- Oversee finance of cohort student budget

4.2 VICE PRESIDENT

The Vice President shall be a student from Y1. The role of the Vice President shall include, but is not limited to, the following responsibilities:

- Provide support to the President and Executive
- Act as an academic representative for Y1 and coordinate with admin to create a cohesive program
- Suggest, solicit, and implement ideas such as workshops to benefit all students
- Working with the Executive to develop a strategic direction for the Association
- Administrative duties for the organization of the Association
- Attend MPPGA grad committee meetings
- Maintaining cohesion between Executives and provide assistance to the Directors portfolios
- Supervise the affairs and activities of the Association.
- Fulfilling the designated responsibilities of the President during the absence of the President

4.3 DIRECTOR OF FINANCE AND OPERATIONS

The role of the Director of Finance shall include, but is not limited to, the following responsibilities:

- Conduct the administrative duties for the organization of the Association including schedule all executive and general meetings – write and publish meeting minutes

- Manage the collective google drive of resources for the MPPGA Student Association
- Bookkeeping and accounting for the Association's finances such as budget drafting
- Presenting financial statements to the Membership and Administration
- Keeping all receipts of expenditures authorized by the Association
- Submitting additional funding to MPPGA administration
- Working with the GSS Representative on the application for GSS funds, on behalf of the Association if needed
- Liaise with MPPGA admin on scheduling and planning of additional events, workshops etc...
- In conjunction with the President the Director of Finance and Operation has signing authority for the Association

4.4 DIRECTOR OF STUDENT DEVELOPMENT

The role of the Director of Student Development shall include, but is not limited to, the following responsibilities:

- GSS Representative – act as a representative of the program at UBC meetings
- Provide extracurricular opportunities for Members to socialize and network with one another and the community; working with the Director of Events
- Connect with other UBC student associations to create cohesion within the university
- Create events, distribute resources, and facilitate the promotion of student well-being
- Student wellbeing – wellness representative, encourage social issues, student personal growth.
- Administrate the Facebook group account to ensure content is cordial and respectful
- Solicit input on social programming from the Membership

4.5 DIRECTOR OF COMMUNICATION

The role of Director of Communication shall include, but is not limited to, the following responsibilities:

- Distributing pertinent Association information via email to the Membership
- Establish a voice and student brand of MPPGA
- Create an online presence of the cohort – social media, blog, podcast
- Coordinate with the admin in particular with the Manager, Communications and Program Development to document the student activities online
- Act as a professional voice of the cohort e.g. press or multimedia

4.6 DIRECTOR OF EVENTS

The role of the Director of Events shall include, but is not limited to, the following responsibilities:

- Create program-related events and opportunities for the Membership
- Solicit input on co-curricular programming from the Membership
- Work with administration on Lunch and Learn and networking events
- Coordinate events to encourage social and professional cohesion; with Director of Student Development
- Create professional events e.g. networking events, policy studio talks etc....
- Provide information on events in the community (UBC/Vancouver)

4.7 COMMITTEES AND OTHER POSITIONS

1. Chief Electoral Officer (CEO): A member from the MPPGA Student Association can self-appoint themselves to act as the CEO or the past Vice-President shall appoint one individual Chief Electoral Officer (CEO) to conduct the election process and ensure no infringements have occurred. CEO should be an individual who is not running for any position during the election and will act as the CEO until the Election results have been reported. CEO's must act in a non-partisan and respectful.

2. IAR Representative: Founded in 1978, the Institute of Asian Research (IAR) is the premier Asia-focused research institute and think tank in Canada, serving as an active hub for research, teaching, policy support, and community engagement. One student will be elected from the MPPGA Student Association to represent the MPPGA students at IAR meetings. The representative must have a proven interest in Asia-focused research. The representative is not obligated to attend any executive meetings but is responsible for providing communication to the MPPGA students on events, communication and other matters from the IAR meetings.

All Executives have the capacity and are encouraged to form committees consisting of members of the association to conduct the duties aligned with their responsibilities. Committees are restricted to members of the Association and must be open to all members. Committees are part of the Association and, as such, are not student initiatives, as defined in Section 1.

5. OPERATIONS

5.1 STRATEGIC DIRECTION

All Executive Members must, under the direction of the President, provide letters of commitment providing their Strategic Direction for the Executive Term by the end of December. As part of the Strategic Direction, the Executive must set guidelines for the Association's operations as well as wider goals for the Association. The letters of commitment must be submitted to the President and shared to the association 7 days after assuming office.

President and Vice President are responsible for accumulating assessing the Association's performance on the Strategic Direction and must include feedback from the Membership at the end of the year.

5.2 CODE OF CONDUCT AND POLICIES

All Members are responsible for duties set out in the Constitution and must conduct themselves in accordance with the guidelines specified in the MPPGA Code of Conduct handbook.

Members are also subject to the by-laws and constitution outlined by UBC, [GSS](#) and MPPGA. This includes the MPPGA Academic Policies, MPPGA Program Policies, MPPGA Professionalism Policies and the Choi Building Policies.

5.4 FINANCE

The administration will provide a set annual budget to be used by the guidelines set out in Section 10.

5.4 EXTERNAL FUNDING

The Association shall only pursue fundraising efforts conditional on the following criteria:

- Pursuing these fundraising efforts will not incur any additional net expenses beyond what is already allocated in the operating budget;
- That these fundraising efforts will not solicit funds from organizations external to the MPPGA community;

- Funds raised through fundraising initiatives shall not go towards the general MPPGA operating budget;
- Funds raised are to be allocated towards a designated community outreach effort external to the MPPGA decided upon the membership that should be limited to provincial or nationally registered charities.

5.5 AMENDMENTS OF THE CONSTITUTION AND BYLAWS

- Amendments to the Constitution or Bylaws shall only be made by special resolution
- At the time of the resolution it will be determined if the in question amendment shall be reported to the administration or if that is not necessary, this will be determined by the President and Vice President.
- All changes to the constitution must be reported to the administration upon a resolution being achieved

6. EXECUTIVE MEETINGS

6.1 FREQUENCY

The Executive must call at least one meeting per month during the school year. The Director of Finance and Operations is responsible for scheduling the meeting and taking notes; if the Director of Finance and Operations is unable to attend she/he must find an executive to act on their behalf. Executive members must submit their agenda items 24 hours before the scheduled meeting. The finalized agenda will be emailed to all member's minimum of two hours before the beginning of the meeting.

6.2 QUORUM

All Executive meetings must have two-thirds of the Executive, including either the President or Vice President, present to reach quorum.

7. GENERAL MEETINGS

7.1 FREQUENCY

At least two General Meetings will be held each academic year when classes are held:

- One mandatory meeting will be held in the Fall term that will include election. Elections will be held between the last weeks of September - first week of October annually! The Executive will consist of both first and second year students; positions are open to all MPPGA students.

An emergency General Meeting may be called within 48-hour notice if a vote of majority of the Executive or 50% of the Membership provide a request.

7.2 QUORUM

A General Meeting must have 30% of the Membership present to reach a quorum.

7.3 LOCATION AND NOTICE

All General Meetings that include elections require a 2 week notice given to the Membership via email prior to a Meeting's commencement. Agenda for all meetings will be distributed by the Director of Finance and Operations via e-mail to the membership list. Change of date, time and/or location of a meeting must be notified within 24 hours.

7.4 VOTING ON MOTIONS AT A GENERAL MEETING

- Motions with a 50% + 1 vote will pass.
- Every member is entitled to vote at a General Meeting and may by means of a proxy appoint a person, who is a member, as her or his nominee to attend and act at the General Meeting in accordance with the constitution and with the power conferred by the proxy.
- The proxy shall:
 - (a) Be in writing executed by the member authorized in writing and shall confirm with the requirements of the constitution;
 - (b) Be deposited with the Chair of the meeting before any vote is cast under its authority, or before such earlier time, not exceeding twenty-four (24) hours, excluding non-business days, preceding the meeting as the Executive may fix by resolution.

7.5 CONSTITUTIONAL AMENDMENTS

Constitutional Amendments may only be made during a General Meeting and require a 60% vote, rounding up, to pass.

7.6 RULES OF ORDER

General Meetings will be operated under Robert's Rules of Order. All members during meetings must act in a courteous, appropriate, respectful and fair manner.

8. ELECTIONS

8.1 CODE OF CONDUCT

The Executive will act with complete neutrality with respect to Elections.

8.2 ELECTION TIMELINE

All dates for the Election are to be set by the Executive in the first month of Term 1.

The Executive shall, before the first day of classes in the Fall Term, ratify the dates for the Election. The past executive shall appoint one individual Chief Electoral Officer (CEO) to conduct the election process and ensure no infringements have occurred. Election process is as follows:

1. Nomination Period - shall be open for a min of three (3) days - CEO will receive the names of members who may be nominated by other members or may nominate themselves; nominations will be anonymous
2. Acceptance Period - min two (2) day for nominees to accept or reject their nominations
3. Campaign period - min of (3) days (refer to UBC GSS Campaign guidelines)
4. General Meeting - Polls shall be open immediately after the General Meeting for a min of two (2) days and a max of five (5) days to allow all Members an opportunity to cast their ballots digitally.
5. Results will be announced within one (1) week of the close of the campaign period - CEO is responsible to report results to the administration

Elections will be held during Term 1 General Meeting - last week of September/First week of October

8.3 ELIGIBILITY TO HOLD A POSITION ON THE EXECUTIVE

All Members are eligible to hold a position on the Executive.

Restrictions only apply to the following years:

Only Y2 Members may hold positions as President

Only Y1 Members may hold positions of Vice President

8.4 NOMINATIONS

- All nominations must be sent by email account to the designated CEO digitally within the nomination period.
- Past executives may nominate themselves or others for a position; they may also run for the same position more than once.
- Nominees must accept their nomination electronically through to the CEO email within the Acceptance Period. Failure to accept a nomination during the Acceptance Period will result in a termination of the nomination.
- Members may nominate themselves for candidacy.
- Nominations are anonymous.
- Candidates will have a maximum of two (2) minutes to speak at the General Meeting.

8.5 CAMPAIGNING

Campaigning is defined as any activity that, in and of itself, serves to publicize or promote an individual or team's candidacy in an Election.

The methods of campaigning shall be above reproach. Candidates shall not misrepresent the character or policies of other candidates, nor shall they interfere in any manner with the campaigning of other candidates. Candidates shall not make statements that they know are untrue. All campaigning is subject to the approval of the CEO.

Executives shall remain neutral at all times. They may not publicly support any individual candidacy whether on or off-duty, nor shall they be permitted to take a leave of absence to do so.

Executives who are running in the Election must not abuse their current position or use any MPPGA resources allocated to them in their current position for the purpose of re-election.

8.6 POLLING AND VOTING

All elections are to be held by secret ballot and can be conducted online or via in-person. At the close of the election, the ballots are to be destroyed confidentially in a manner deemed acceptable by the CEO.

Preferential voting will take place until there is a simple majority, in which case the winner will be declared. If there is no simple majority on the first ballot, the individual with the least amount of votes will be dropped from the ballot and the votes will be tabulated again. This process will continue until there is a simple majority of votes (50% + 1) in favour of a particular candidate.

In the case where there is only one candidate running for a position, the ballot will ask voters to ratify the candidate by choosing between YES and NO. A candidate must receive a simple majority of YES in order to be acclaimed for a position. If the acclaimed candidate gets a simple majority of NO, the position is considered to be vacant and Section 8.10 must be applied.

All Members are eligible to vote.

8.7 BALLOTS

Candidates shall appear on the ballot in alphabetical order by last name.

If more than two candidates contest the election, the ballot and counting procedures shall be designed to allow members to rank candidates in order from highest preference to lowest preference:

- 1 shall be accepted as the mark for highest preference.
- 2 shall be accepted as the mark for next highest preference.

This pattern shall continue in accordance with the number of candidates.

In the event of a tie, the CEO will either host a second round of votes or provide an alternative tie breaker activity.

8.8 VACANT POSITIONS

Vacant positions refer to positions on the Executive that are unfilled because no candidate ran for the position or only one candidate ran for the position and the candidate received a simple majority vote of NO.

A second election is to be held for vacant positions immediately following the first election. The second election would not include a General Meeting.

If, after the second election, a position remains vacant, the Executive may fill the position(s) through an appointment. The Executive must select the appointee by a simple majority vote. The appointee must be eligible to hold a position on the Executive.

8.9 EXECUTIVE TRANSITION

Upon the announcements of the new Executive by the CEO, the change-over will commence. The previous years Vice President and Chief Electoral Officer will help with this transition. Outgoing executives will also be available for two weeks after leaving office for advice and guidance.

9. PENALTIES

9.1 EXECUTIVE

In the event that an Executive is failing to meet the responsibilities outlined in the Constitution or Bylaw, a meeting must be called to inform the Executive member of this. The meeting must be called with advance notice given. The Executive member must be given sufficient time to resume their responsibilities and demonstrate a commitment to meeting their Association duties. If an Executive fails to meet their responsibilities under the Constitution and ByLaws, that Executive member may be removed from their position on the Association by

- a Motion for Removal by the Executive and a 70% majority from the Executive, rounding down.
- a two-thirds vote, rounding down, in favour of removal by the Membership at a General Meeting

9.2 MEMBERSHIP

The association is not responsible and will not tolerate disrespectful behaviour. Please refer to the code of conduct 5.2.

10. FINANCES

10.1 ANNUAL BUDGET

- The total amount of finances for the year will be provided by the Administration by October 1
- Finance can be used to plan social and professional events to benefit all members of the association.

10.2 BUDGET PLANNING AND APPROVALS

- All expenditures must be approved by both the President and Director of Finance and Operations
- Any spending above \$100 must require an additional approval signature of the MPPGA Administration
- Director of Finance and Operations may provide a budget plan by the end of Term 1; funding for individual activities can be used through the approval of a finance committee which would include Director of Finance and Operation and President and 2 additional student members.

11. COMMITTEES

Executives and/or Members may organize committees of a minimum of 3 members. Committees must be created and aligned with the vision and goals of the MPPGA program and Executive. The formation of committee is an informal process, however in order to receive funding for projects using the Association budget the committee must be formally submitted to the President and Director of Finance Operations.

12. STUDENT SPACE AND FACILITY

Members must respect UBC facilities including classrooms and shared student space. Interactions amongst members, administration, and other members of the community who use the facilities should be in a respectful, tactful manner. Please refer to the code of conduct for further guidelines.

13. EQUITY AND ACCESSIBILITY

13.1 EQUITY

The Association will work to ensure that programs, policies and initiatives promote equity among students. Equity is not treating everyone equally. Equity acknowledges that some individuals need to be treated differently in order to reach equal outcomes to others as a result of systemic barriers and other external factors. Equity considerations and goals will be taken into account in all policy and program decisions.

13.2 ACCESSIBILITY AND INCLUSION

The Association will work to ensure that programs, policies and initiatives are inclusive and accessible to all students. Accessibility requires taking differences into consideration and ensuring that programs, events, and policies are accessible, both physically and otherwise, in ways that respect the dignity and diversity of all students. The Association will do its best to accommodate all students' varying needs and ensure that programs and initiatives are welcoming to everyone.

14. CONFIDENTIALITY

- The Executive is required to balance confidentiality with transparency to the Membership.
- Members have the right to have disclosed to them the following:
 - Agenda Items from Executive meetings
 - Decision made by the Executive as a whole
 - Actions of the Executive where Members' interest is involved
 - Meeting with Administration that involves sensitive matters

14.1 CONFIDENTIALITY OF THE EXECUTIVE

Comments and voting decisions of individual Executives are private only to the Executive and are not to be made public to anyone outside of the Executive.

14.2 CONFIDENTIALITY OF THE MEMBERSHIP

Names of Members used during Association proceedings or discussed between Executives and/or administration should not be made public to those outside of Executive without the consent of the Member(s).

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